

TRACSMail Id Request and Registration Form

Complete and fax this form to the TRACS Hotline at 202-401-7984.

Please be thorough in answering all the questions, as this will help us to quickly process your request. We will send your TRACSMail ID and password to the fax number or email address you provide below.

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Did you previously use SprintMail to transmit your voucher/tenant files to TRACS? Please check yes or no:

Yes _____

No _____

If you checked yes, please provide the SprintMail ID you used to transmit your files _____

Do you send your files to a contract administrator who transmits your files to TRACS? Please check yes or no:

Yes _____

No _____

If you checked yes, please provide the organization name of your contract administrator:

Are you a CA? Please check yes or no:

Yes _____

No _____

If you checked yes, you only need to complete Part I – Requestor Information.

PART I - Requester Information

(Enter ONLY if you are a CA or if you are requesting an ID on behalf of another user)

Requester Name: _____ Organization Name: _____

Telephone: _____ Fax: _____

Organization Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Birthday (MM/DD): ____/____
(Used for password reset request)

Organization Type: ____ Owner; ____ Agent; ____ CA (CA Id _____); ____ Service Bureau; ____ Vendor

PART II - User Information

Name of User responsible for submitting files to TRACS _____

Organization Name: _____

Telephone: _____ Fax: _____

Organization Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Birthday (MM/DD): ____/____
(Used for password reset request)

Organization Type: ____ Owner; ____ Agent; ____ CA (CA Id _____); ____ Service Bureau; ____ Vendor

PART III - Site Information

Site Name to which the TRACSMail Id is assigned: _____

If site is a project:

Project Number: _____ Contract Numbers: _____

Site Manager Name: _____ Telephone: _____

PART IV - For HUD's Use Only

Help Desk Personnel: _____ **Date:** _____